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AUTOMATED WORK UNIT PLAN SYSTEM (AWUPS) PART 3 STATUS  
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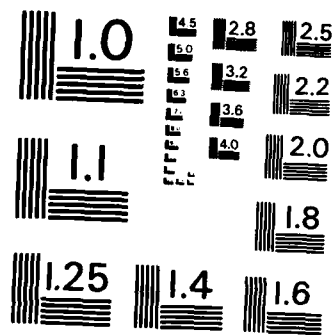
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USER'S MANUAL FOR AUTOMATED WORK UNIT PLAN  
SYSTEM (AWUPS) - PART III: STATUS SYSTEM

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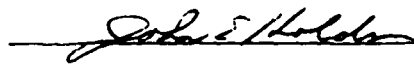
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## INTRODUCTION

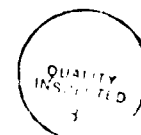
This manual is intended to serve as a user's guide for people using the Status System which is part of the Automated Work Unit Plan System (AWUPS). It is assumed that you are already familiar with using the AWUP system. Therefore there is no discussion of data entry procedures or system operations. If information on these topics is needed, please refer to "User's Manual for Automated Work Unit Plan System" (either Part I or Part II).

A certain familiarity with VAX 11/780 also is assumed. Connecting to the VAX 11/780, using the electronic mail system and changing the LOGIN password are not covered in this manual. If information on these topics is needed, please refer to a VAX User's Guide.

The AWUP System is designed to be accessed using a VT102 terminal. If you do not have access to a VT102 terminal, please contact the AWUPS manager.

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## STATUS SYSTEM

The system automatically generates status information from the milestone screen of the work unit plans. You can update some of this information, display status information, or print it out. You also can display monthly status reports.

To access the Status System for In-house work units, enter "3" at the Main Menu. To access the Status System for Contract work units, enter "4" at the Main Menu. If you have just logged into the system, you will be prompted for your system access password, and then the fiscal year. The following will display:

### Status Report Menu \*\*\*\*\*

1. Input status of milestones
2. Display status of milestones
3. Print status of milestones
4. Display Status Report

Enter selection:

## UPDATE STATUS OF MILESTONES

To update the status of milestones, enter "1" at the Status Report Menu. You will be prompted with, "Please enter the work unit number of the plan pending approval, or press <CR> for all plans pending approval."



If you are in the Contract Status System, you also will be prompted for the Extract letter.

Enter the work unit number of the plan for which you wish to update status information. If you wish to update the status information for all work units pending approval, then just press "RETURN" at "Work Unit Number:".

If you are in the Contract Status System, enter the extract letter at "Extract" or just press "RETURN" for the main plan.

If you selected to update all the work units, they will appear one at a time. Before the status information for each work unit displays, you will be prompted with, "Do you want to update the status of this WU?"

After responding yes to the above prompt, the following screen will appear, with information from the milestones filled in.

(Note that if the work unit you selected has no milestones, the message "There are no milestones for this work unit." will appear followed by "Would you like to see another work unit?"

Update Status Information			Work Unit TEST				Last Update				
*-Completion date			Un-approved				Last Review				
			>-Planned Completion date								
4	1										
3	2										
2	3										
1	4										
Quarter 1			2	3	4	1	2	3	4	1	2
Fiscal Year			85			86				87	
Seq	Base		Revised Completion								
No	Date	Status	Date	Date	Event						
4	4/85	Completed	04 Apr 85		Milestone 4						
3	3/85	Completed	28 Feb 85		Milestone 3						
2	2/85	Completed	04 Mar 85		Milestone 2						
1	1/85	Completed	23 Jan 85		Milestone 1						

The first two lines contain the heading information. The function (Update Status Information), work unit number, last update and last review will appear here. The last update is the last date on which a level three user updated this Status Information. The review date is the most recent date that a level one or level two user reviewed the Status Information.

The top half of the screen is a graphical representation of the information at the bottom of the screen. (Note that just three fiscal years can be displayed on the graph. Therefore, if a date is either before the first or beyond the last fiscal year, an "\*" or ">" will appear at the far left or right of the graph respectively.)

#### Seq No

This column is for the Sequence Numbers of the milestones. The numbers are listed in reverse chronological order.

#### Base Date

This is the original date which was assigned to the milestone.

#### Status

The status of a milestone will be one of the following: Completed, Deleted, On schedule, Slipped (i.e. planned date moved up), and Unknown.

#### Revised Date

This column lists the most recently revised planned date of completion, if changed from the base date.

#### Completion Date

You are able to update the completion dates of milestones. The cursor will be positioned on the completion date of the earliest milestone in chronological order. EXCEPTION - If a

milestone has been deleted, it cannot be changed. Therefore the cursor will not position on the completion date of a deleted milestone.

#### Event

This field displays the event description as it was entered originally in the milestone screen of the work unit plan.

#### SCROLLING

Only six lines can be visible at the bottom of the screen at one time. To scroll forward, press "RETURN." Note that scrolling forward means scrolling forward in chronological order.

To scroll backwards, press "Back Space" followed by "RETURN." If you do this as the first entry to a date, the cursor will move back to the date on the milestone below it. If you press "Back Space, RETURN" when the cursor is positioned at the beginning of the month or year field, the cursor will move to the beginning of the previous field.

(Note that the up arrow key also can be used to move the cursor up lines, and the down and left arrow keys can be used to move the cursor down lines.)

Also note that the cursor automatically passes over the milestones which have been deleted. The machine will beep whenever this happens.

If you scroll through all the milestones, the message "No more milestones." will display when you reach the end.

To bring up the next screen, first press the "ESC" key followed by "RETURN." The prompt, "Any Changes?" will display. Provided that you have made all the necessary changes, enter "n."

## SECOND SCREEN

### Update Status Information

Funds Allocated  
Funds Obligated  
Funds Expended

### Work Unit TEST Un-approved

0.00  
0.00  
0.00

### Last Update Last Review

### Progress

THIS IS A TEST

The first two lines contain the headings, which also appeared on the first screen. The funds planned, obligated and expended are displayed. The remainder of the screen is filled with comments pertaining to progress. There can be up to thirty progress lines.

If there are more than twelve progress lines, the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed at the bottom of the screen. This means to scroll forward, press "RETURN." To scroll backwards, press "Back Space" "RETURN." To quit out, press "q" "RETURN." To stop viewing progress lines, press "ESC" "RETURN." This will bring up the next screen.

### THIRD SCREEN

This third screen really contains four screens. Each of these four screens contains up to thirty lines of comments by the personnel named on the third line, directly below the headings.

If there are more than seventeen lines of text, the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed at the bottom of the screen. Pressing <CR> (carriage return) scrolls the screen forward. "Back Space" "RETURN" scrolls the screen backwards. "Q" "RETURN" terminates the operation. "ESC" "RETURN" causes no more lines to be viewed (and brings up the next screen).

The first three screens to display will contain comments entered by other users. The order of comment screens will be Management (CC), Management (XO), AFSTC Feedback. The fourth screen (WU Scientist Response) will contain level three user comments, and you will be able to enter comments and/or change comments.

After you finish entering or changing comments on the fourth screen, press the "ESC" key followed by "RETURN." You will be prompted with "Any Changes?" Check to make sure you have made all necessary changes. Responding "n" to this prompt will bring up the prompt, "Is this information ready for Management Review?"

Answering yes will cause this status information to be entered into the official data base for management review.

You will then be prompted, "Do you want a hard copy?" After you respond to this prompt, the message "Information being updated. Please Wait." will display followed by "Information updated successfully."

If you selected a particular work unit to update, you now will be prompted with "Would you like to update another WU?" If you answer yes, the screen prompting you for the work unit number will appear. If you answer no, the Main Menu will appear.

If you selected to update all work units pending approval, the procedure will begin again with the next work unit plan. When all of the work unit plans have been updated, the message "No more WUs pending approval." will display.

## DISPLAY STATUS OF MILESTONES

Displaying the status of milestones allows you to view all the information on specified work units which is available in the status system. Displaying is very similar to reviewing, the only differences being in the third screen. The order in which the comments will be displayed will differ, and you will not be able to edit or approve status information.

To display the status of milestones, enter "2" at the Status Report Menu. You will be prompted with, "Please enter the work unit number of the plan pending approval, or press <CR> for all plans pending approval."

If you are in the Contract Status System, you also will be prompted for the Extract letter.

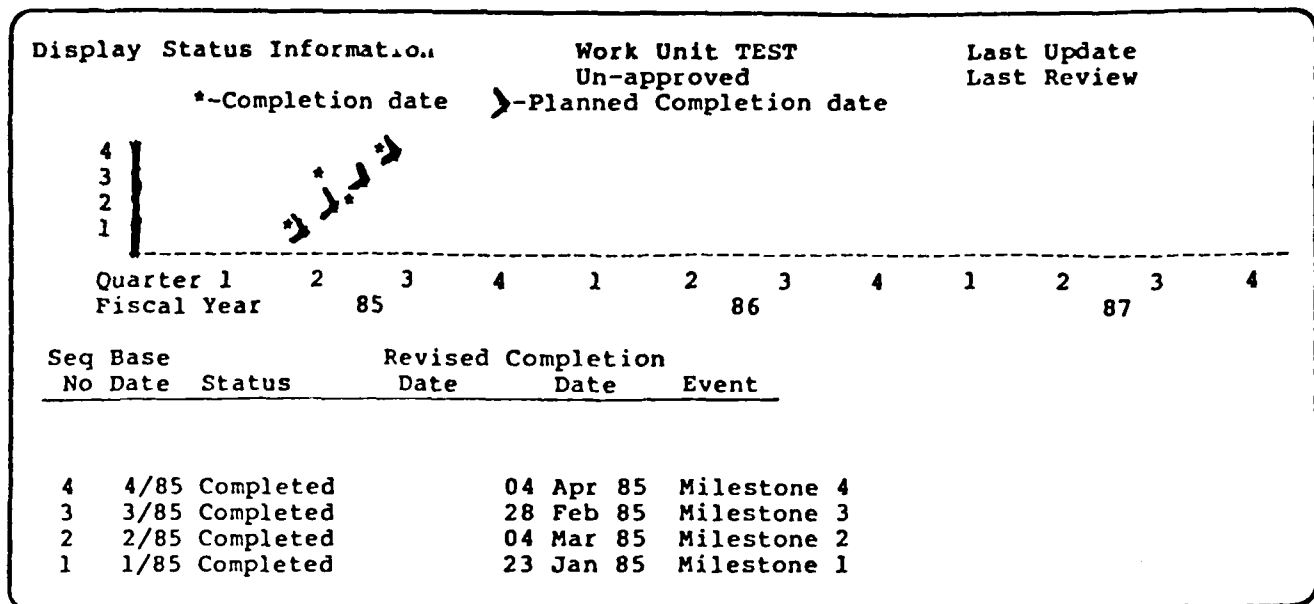
Enter the work unit number of the plan for which you wish to display status information. If you wish to display the status information for all work units pending approval, then just press "RETURN."

If you are in the Contract Status System, enter the extract letter at "Extract" or just press "RETURN" for the main plan.

If you selected to display all the work units, they will appear one at a time. Before the status information for each work unit displays, you will be prompted with, "Do you want to display the status of this WU?"

After responding yes to the above prompt, the following screen will appear, with information from the milestones filled in.

# FIRST SCREEN



The first two lines contain the heading information. The function (i.e. Display Status Information), work unit number, last update and last review will appear here. The last update is the last date on which a level three user updated this Status Information. The review date is the most recent date that a level one or level two user reviewed the Status Information.

The top half of the screen is a graphical representation of the information at the bottom of the screen. (Note that just three fiscal years can be displayed on the graph. Therefore, if a date is before the first or beyond the last fiscal year, an "\*" or ">" will appear at the far left or right of the graph respectively.)



### Seq No

This column is for the Sequence Numbers of the milestones. The numbers are listed in reverse chronological order.

### Base Date

This is the original date which was assigned to the milestone.

### Status

The status of a milestone will be one of the following: Completed, Deleted, On schedule, Slipped (i.e. planned date moved up), and Unknown.

### Revised Date

This column lists the most recently revised planned date of completion, if changed from the base date.

### Completion Date

This lists the date that the milestone was completed.

### Event

This field displays the event description as it was entered originally in the milestone screen of the work unit plan.

### Do you want to see more ? <CR>-Forward BS-Back Up O-Quit ESC-No More

This prompt will display if the bottom portion of the screen contains more than six lines. Your options at this prompt are to scroll the bottom half of the screen forward or backward, to "quit" the display procedure altogether, or to view "no more" on the current screen, and thus bring up the next screen.

To scroll forward, the carriage return (<CR>). Note that scrolling forward means scrolling forward in chronological order.

To scroll backwards, press "Back Space" (BS) followed by "RETURN." will move back to the date on the milestone below it.

If you wish to "quit" out (i.e. terminate the operation altogether), press "q" followed by "RETURN."

If you scroll through all the milestones, the message "No more milestones." will appear to notify you you have reached the end.

To bring up the next screen, press the "ESC" key followed by "RETURN."

## SECOND SCREEN

Display Status Information	Work Unit TEST Un-approved	Last Update Last Review
Funds Allocated	0.00	
Funds Obligated	0.00	
Funds Expended	0.00	
Progress		
THIS IS A TEST		

The first two lines contain the headings, which also appeared on the first screen. The funds planned, obligated and expended are displayed. The remainder of the screen is filled with comments pertaining to progress. There can be up to thirty progress lines.

If there are more than twelve progress lines, the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed at the bottom of the screen. This means to scroll forward, press "RETURN." To scroll backwards, press "Back Space" "RETURN." To quit out, press "q" "RETURN." To stop viewing progress lines, press "ESC" "RETURN." This will bring up the next screen.

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If there are more than seventeen lines of text, the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed at the bottom of the screen. Pressing <CR> (carriage return) scrolls the screen forward. "Back Space" "RETURN" scrolls the screen backwards. "Q" "RETURN" terminates the operation. "ESC" "RETURN" causes no more lines to be viewed (and brings up the next screen).

The four screens will be displayed in the following order: Management (CC), Management (XO), WU Scientis Response, A Feedback.

After you finish viewing the comments on the AFSTC Feedback screen, pressing the "ESC" key followed by "RETURN" will bring up the necessary prompts to allow you to continue displaying or change operations.

## PRINT STATUS OF MILESTONES

Print Status of Milestones allows you to produce a hard copy of the status information on a specified printer.

To print the status of milestones, enter "3" at the Status Report Menu. You will be prompted with, "Please enter the work unit number of the plan pending approval."

Enter the work unit number of the plan for which you wish to print status information.

You will then have the opportunity to print status information for another work unit.

## DISPLAY STATUS REPORT

Display Status Report allows you to get a screen display of the status information for a specified month.

To display the status report, enter "4" at the Status Report Menu. A table of the available Status Report dates will be displayed. You will be prompted with, "Would you like to see one of these?". If you answer no you will be returned to the Status Report Menu. If you answer yes you will be prompted with, "What number?". Enter the number of the item number of the report you wish to display (or you can quit out and be returned to the Status Report Menu. The item number you enter is checked to make sure that it is a valid number.

Once you respond to this prompt with a valid number, the procedure is similiar to "Display Status of Milestones" except that there are only three screens. They are the milestone screen, the Funds and Progress screen and the AFSTC Feed Back screen.

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